

D-6071

Sub. Code

**11A/13711/
0111/0311A**

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.B.A./B.B.A.(Banking)/
B.C.A./M.B.A.(5 YEAR INTEGRATED) DEGREE
EXAMINATION, DECEMBER 2024.**

First Semester

PART I — TAMIL PAPER - I

**(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year Onwards)**

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் ஒரேரு வரிகளில் விடையளிக்க.

1. கண்ணதாசன் யாரை மானசீகக் குருவாகக் கருதினார்?
2. மக்கள் கவிஞர் எனப் போற்றப்பட்டவர்?
3. பாரதமாதவிற்கு, 'திருப்பள்ளி எழுச்சி' பாடியவர்?
4. நாமக்கல் கவிஞர் எழுதிய புதினங்கள் இரண்டினைச் சுட்டுக.
5. மீரா எக்கல்லூரியில் பேராசிரியராகப் பணியாற்றினார்?
6. 'தோழர் மோசிகீரனார்' என்னும் கவிதையை எழுதியவர்?
7. 'வயிறு' என்னும் கவிதையின் பொருளைத் தருக.
8. சிலப்பதிகாரம் உரைக்கும் முப்பெரும் உண்மைகளை எழுதுக.
9. கம்பராமாயணம் எத்தனைக் காண்டங்களால் ஆனது?
10. சீறாப்புராணம் என்பதன் பொருள் யாது?

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) மாயக்கண்ணன் துயில் கொள்வதைக் கண்ணதாசன் எங்ஙனம் பாடுகிறார்?

(அல்லது)

- (ஆ) செய்யும் தொழிலே தெய்வமென பட்டுக்கோட்டையார் பாடுமாற்றை விவரிக்க.

12. (அ) பாரதியார் கூறும் இந்தியாவின் பழம்பெருமைகள் குறித்து எழுதுக.

(அல்லது)

- (ஆ) 'நோயற்ற வாழ்வு' என்னும் கவிதையின் கருத்துக்களை எடுத்துரைக்க.

13. (அ) மீராவின் வாழ்க்கை வரலாற்றைச் சுருக்கி வரைக.

(அல்லது)

- (ஆ) குழலோசை கேட்ட ராதையின் நோக்கமாகக் கு.ப.ரா. கூறுமாற்றை எழுதுக.

14. (அ) ஞானக்கூத்தனுக்கு மோசினீரனார் மேல் அன்பு தோன்ற காரணம் யாது?

(அல்லது)

- (ஆ) அப்துல் ரகுமானின் 'கண்ணும் எழுதேம்' கவிதையின் கருத்துக்களை வரைக.

15. (அ) மந்திர ஆலோசனையின் நோக்கத்தைக் கட்டுரைக்க.

(அல்லது)

- (ஆ) சீறாப்புராண நூல் குறிப்புகளைச் சுருக்கி எழுதுக.

பகுதி இ — ($3 \times 10 = 30$ மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில்
விடை தருக.

16. ராதையின் பெருமிதப் பேச்சுக்களைக் கண்ணதாசன் பாடுமாற்றை விளக்கிடு.
 17. கண்ணனின் குறும்புத் தனங்களைப் பாரதியார் பாடல் வழி விவரிக்க.
 18. உலகப்பன் பாட்டுப் பேசும் பொதுவுடைமைக் கருத்துக்களைச் சுட்டியுரைக்க.
 19. கண்ணகியின் வரவும் வாயிற்காப்போன் உரையும் குறித்துக் கட்டுரைக்க.
 20. இறைவனை ஆயர்கள் வழிப்பட்டமையைத் தேம்பாவணி வழிப் புலப்படுத்துக.
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D-6072

Sub. Code

11B/0311B

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.B.A./B.B.A. (Banking)/
B.C.A./M.B.A.(5 YEAR INTEGRATED) DEGREE
EXAMINATION, DECEMBER 2024.**

First Semester

PART I — COMMUNICATION SKILLS - I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define visual communication.
2. Give two examples for written communication.
3. Define “communication gap”.
4. I couldn't understand what you said.
(Replace the underlined word with a phrasal verb)
5. Ram wrote a letter. (Analyse this sentence)
6. Define a paragraph.
7. Define an example for a complex sentence.
8. Give a technical report.
9. Explain the different types of letters.
10. Explain the importance of e-mail.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Use the following phrasal verbs in sentences.

- (i) make out
- (ii) put up with
- (iii) cut down
- (iv) call for
- (v) suffer from.

Or

- (b) Write a letter of complaint to the corporation commissioner about bad condition of roads in your locality.

12. (a) Mention different ways of expressing an opinion in a group discussion.

Or

- (b) Prepare a report about the independence day celebrations held in your college.

13. (a) Discuss non-verbal communication with examples.

Or

- (b) Explain 'Curriculum vitae'.

14. (a) Write a paragraph on "Importance of sports in education".

Or

- (b) Discuss Barriers to communication.

15. (a) What is the function of intonation?

Or

- (b) How will you prepare yourself to deliver a speech?

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Describe various types of communication with examples.
17. Discuss the technique of writing an effective e-mail.
18. Write an essay on “Reading makes a full man”.
19. Prepare a report on a festival held in your city.
20. Describe the principles of effective oral communication.
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D-6073

Sub. Code

**12/13712/
0112/0312**

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.B.A./B.B.A.(Banking)/
B.C.A./M.B.A.(5 YEAR INTEGRATED) DEGREE
EXAMINATION, DECEMBER 2024.

First Semester

PART II — ENGLISH PAPER - I

(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write the significance of water in agriculture as discussed by C.V. Raman in *Water – the Elixir of life*.
2. What is Mrs. Packletide's reason for wanting to hunt a tiger in *Mrs. Packletide's Tiger*?
3. Mention Carl Sagan's view on the connection between modern humans and our ancestors.
4. What is the central theme of B.R. Nanda's essay *A Hero on Probation*.

5. Fill in the blanks with suitable articles :
- (a) I spoke to ————— (a/the) manager of the store.
 - (b) I have ————— (a/the) idea than will help solve this problem.
6. Fill in the blanks with correct form of Gerund :
- (a) She finished ————— (to clean/cleaning) the house before noon.
 - (b) ————— (Run/Running) every morning helps him stay fit.
7. What does C.E. Foad criticize about modern technology in *Our Civilization*?
8. Briefly explain the connection between food and evolution as discussed by J.B.S. Haldane in *Food*.
9. What is the setting of Jim Corbett's tiger hunting encounter in *A Deed of Bravery*.
10. What social issues does Shaw critique in *Pygmalion*?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).

11. (a) Describe the significance of water conservation as presented by C.V. Raman in *Water – the Elixir of Life*.

Or

- (b) Explore how Saki uses satire to critique social class and vanity in *Mrs. Packletide's Tiger*.

12. (a) Explain J.B.S. Haldane's perspective on the relationship between food production and human progress in *Food*.

Or

- (b) Describe how Carl Sagan integrates scientific curiosity with historical analysis in *Our Ancestors*.

13. (a) Fill in the blanks with suitable articles :

- (i) I saw _____ (a/the) cat sitting on _____ (a/the) roof.
- (ii) She is _____ (a/an) excellent dancer.
- (iii) _____ (A/An/The) Earth revolves around _____ (a/the) Sun.
- (iv) He wants to buy _____ (a/the) car that he saw yesterday.
- (v) They live in _____ (a/the) small house near (a/the) river.

Or

- (b) Change direct speech into indirect speech.

- (i) He said, "I am going to the market".
- (ii) She said, "I will call you later".
- (iii) They said, "We have completed our homework".
- (iv) John Said, "I am planning a trip to London".
- (v) The teacher said, "You must submit".

14. (a) Precise the following paragraph :

In a remote village named Niranjana, life had remained unchanged for decades. The villagers lived simply, relying on traditional farming methods. Over time, however, challenges arose. The once-fertile land became barren due to climate change, and the river supplying water dried up. Many young villagers left for the city, leaving the village struggling.

Rohan, a young man who had studied in the city, returned to Niranjana with the hope of improving conditions. He proposed modernizing their farming techniques by introducing irrigation, planting drought-resistant crops, and building a road to connect the village with nearby towns. At first, the elders resisted, reluctant to change their age-old ways. But Rohan persisted, and gradually, the village transformed. The new methods revived the land, and the road allowed for trade with neighboring towns.

As the village prospered, those who had left returned. Niranjana, once isolated and struggling, became a thriving community while maintaining its traditions. Rohan's efforts not only saved the village but also made it a model for other villages in the region.

Or

- (b) Write a paragraph on the importance of recycling in modern society.

15. (a) Analyse the depiction of bravery in Jim Corbett's *A Deed of bravery* and its impact on the narrative.

Or

- (b) What are the primary concerns raised by C.E. Foad regarding technological advancements in *Our Civilization*?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the use of anthropomorphism in Catharine M. Willson's *The Cat*.
17. Analyse the concept of probation and its effects on the protagonist in B.R. Nanda's *A Hero on probation*.
18. Fill in the correct form of Gerund :
- (a) She enjoys ————— (to cook/cooking) in her free time.
- (b) ————— (Swim/Swimming) is good exercise.
- (c) He suggested ————— (to go/going) to the park.
- (d) I can't stand ————— (to wait/waiting) for long periods.
- (e) They talked about ————— (to visit/visiting) Japan.
- (f) She is interested in ————— (to learn/learning) French. ————— (Drive/Driving) too fast is dangerous.

- (g) He's good at _____ (to play/playing) chess.
- (h) I don't mind _____ (to help/helping) you with your homework.
- (i) She avoided _____ (to speak/speaking) about the problem.
19. Write a letter to the editor of a newspaper expressing your concern about increasing traffic congestion in your city.
20. How does Hardin B. Fones address the prevention and treatment of drug abuse in *Dangers of Drug Abuse*?
- _____

D-6148

Sub. Code

10613

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

First Semester

BUSINESS COMMUNICATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define business communication.
2. What are the three natures of communication?
3. What is Listening?
4. Write any two benefits of oral communication.
5. What is cluster chain?
6. What are barriers to communication?
7. What is enquiry?
8. What is FAX?
9. What do you mean by business meetings?
10. What is bio data?

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Explain the objectives and importance of business communication.

Or

- (b) Elaborate the various steps involved in the process of communication.

12. (a) Explain listening stages.

Or

- (b) What are the qualities of a good writing and explain it?

13. (a) State the advantages and disadvantages of grapevine.

Or

- (b) Explain the main barriers of communication and give suggestion to remove them.

14. (a) What do you mean by business letter? Explain the planning phase of a business letter.

Or

- (b) Explain the objectives of a good sales letter.

15. (a) Explain the different types of reports.

Or

- (b) Discuss the essentials of good report writing.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the utility arising in the communication and discuss its merits and demerits.
 17. Describe the process of listening and the principles of good listening.
 18. Discuss the role of fax, email and video conferencing in communication.
 19. Distinguish between formal and informal communication.
 20. Explain the contents of bio-data.
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D-6149

Sub. Code

10614

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

First Semester

INDIAN CONSTITUTION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. The company rule.
2. Art.368.
3. Emergency provisions.
4. Citizenship Act.
5. Lok Sabha.
6. Raja Sabha.
7. Special status of states.
8. Special provisions.
9. Foreign policy.
10. CTBT.

SECTION B — ($5 \times 5 = 25$ marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Write note on 'Right to education'.

Or

- (b) Enumerate financial emergency.

12. (a) Explain the types of amendments.

Or

- (b) Give an account on regulating Act.

13. (a) Describe the objectives of parliamentary forums.

Or

- (b) What are the functions of standing committee?

14. (a) Write about the special status of Jammu and Kashmir.

Or

- (b) Define the concept 'special provisions for Delhi'.

15. (a) Explain about racial discrimination.

Or

- (b) What does it mean by Panchsheel?

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Give an essay on interim government.
17. Explain about fundamental rights in Indian constitution.

18. Discuss about audit and accounts committee.
 19. Evaluate the special provisions for Maharashtra and Manipur.
 20. Examine the role of India in international peace.
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D-6074

Sub. Code

21A/0321A

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.B.A./B.B.A.(Banking)/
B.C.A./M.B.A.(5 YEAR INTEGRATED) DEGREE
EXAMINATION, DECEMBER 2024.**

Second Semester

PART I — TAMIL PAPER - II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் ஒரே ஒரு வரிகளில் விடையளிக்க.

1. 'தேம்பா அணியான் வாடா அருள் மகன்' யார்?
2. 'வான வீதியில்' தொகுதியிலுள்ள சிறுகதைகளின் எண்ணிக்கை?
3. தும்பைப் போர் - குறிப்பு வரைக.
4. வினா எத்தனை வகைப்படும்?
5. அல்வழிப்புணர்ச்சி என்றால் என்ன?
6. சிறுகதை முன்னோடிகள் இருவரைக் குறிப்பிடுக.
7. சிறுவர் இதழ்களுக்குச் சான்றுகள் தருக.
8. சிம்பொனி இசையமைத்த தமிழர் யார்?
9. 'நாமார்க்கும் குடியல்லோம்' எனப் பாடி அரசன் ஆணையை மறுத்தவர்?
10. பெரியபுராணம் நூல் குறிப்பு வரைக.

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) குழந்தை ஏசுவை ஆயர்கள் போற்றுமாற்றை விவரிக்க.

(அல்லது)

(ஆ) சாந்தி கேட்ட வேத உரையைப் புலப்படுத்துக.

12. (அ) 'விமோசனம்' கதை உரைக்குப் பெண்ணியக் கருத்துக்களை எழுதுக.

(அல்லது)

(ஆ) தாடகையின் ஆற்றலையும் தறுகண்மையும் எடுத்துரைக்க.

13. (அ) ஆகுபெயரின் வகைகளைச் சான்றுகளுடன் விளக்குக.

(அல்லது)

(ஆ) ஒற்றெழுத்து மிகுமிடங்கள் குறித்து விவரிக்க.

14. (அ) பாரதியின் நாட்டுப்பற்றை எடுத்துரைக்க.

(அல்லது)

(ஆ) தமிழ் நாவல் வரலாற்றைச் சுருக்கி வரைக.

15. (அ) ஆண்டாளின் பக்தித்திறத்தைப் புலப்படுத்துக.

(அல்லது)

(ஆ) தமிழ் வளர்ச்சியில் இதழ்களின் பங்கு பற்றி எழுதுக.

பகுதி இ — ($3 \times 10 = 30$ மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில்
விடை தருக.

16. சாந்தி உள்ளம் மகிழ்ந்து குழந்தை ஏசுவைப் போற்றுமாற்றை விவரிக்க.
17. கருணை மனு சிறுதையின் பொருண்மையைப் புலப்படுத்துக.
18. போர்க்களத்தில் செய்தித் தொடர்பின் முக்கியத்துவத்தைச் சுட்டியுரைக்க.
19. மொழிமுதல் எழுத்துக்களைச் சான்றுகளுடன் கட்டுரைக்க.
20. இணையத்தில் தமிழ்ப் பெற்றிருக்கும் வளர்ச்சியை எடுத்துரைக்க.

D-6075

Sub. Code

21B/0321B

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.B.A./B.B.A.(Banking)/
B.C.A./M.B.A.(5 Year Integrated) DEGREE EXAMINATION,
DECEMBER 2024.**

Second Semester

PART - I — COMMUNICATION SKILLS - II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. What do good communication skills involve?
2. List the skills required in oral communication.
3. What is demeanour?
4. How are vowels classified?
5. What is a thesaurus?
6. What is passive learning?
7. What is tone?
8. What is a proposal?

9. Who publishes newsletters?
10. What responsibility does the chairperson of the interviews?

SECTION B — ($5 \times 5 = 25$ marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Explain non-verbal communication.

Or

- (b) List the skills required in written communication.

12. (a) Write a short note on word power.

Or

- (b) Write about the delivery methods of presentation.

13. (a) Write a short note on consonant clusters.

Or

- (b) Describe the language skills.

14. (a) Write a note on active listening.

Or

- (b) What are the characteristics of technical writing?

15. (a) State the indicators of a badly written letters.

Or

- (b) Write a short note on new letters.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the various elements of communication skills.
 17. Explain the chief places of articulation of consonants.
 18. Examine the process of listening.
 19. Write a letter requesting for opening of bank account.
 20. Write about the essentials of a good resume.
-

D-6076

Sub. Code

**22/13722/
0122/0322**

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.B.A./B.B.A.(Banking)/
B.C.A./M.B.A.(5 Year Integrated) DEGREE EXAMINATION,
DECEMBER 2024.

Second Semester

PART - II — ENGLISH PAPER - II

(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Who is the author of the prescribed poem 'The Coromandel fishers'?
2. What is symbolized by the Westminster Bridge?
3. How does Tagore treat the concept of death in his *Gitanjali*?
4. What does the Second Part of *Gitanjali* sing about?
5. What is the conclusion of 'The Road Not Taken'?
6. Why does the speaker in 'Ode on a Grecian Urn' deem the Urn a Historian?
7. What reason does Antonio give for being sad in the opening of the play *The Merchant of Venice*?

8. Why does the Prince of Morocco fear that Portia will dislike him?
9. What is comprehension?
10. Write any five words that should be avoided in report writing.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Who is the author of the prescribed poem *The Coromandel fishers*?

Or

- (b) Analyse Shakespeare as a sonneteer.
12. (a) Examine the view that the songs of *Gitanjali* have a deep connection with nature.

Or

- (b) How does Wordsworth describe the beauty of London when viewed from Westminster Bridge?
13. (a) “The Road Not Taken” is about the journey of life. Elucidate.

Or

- (b) Write a short summary of the poem, ‘The coromandel fishers’.
14. (a) Discuss the relationship between Shylock and Jessica.

Or

- (b) Explain the court room scene in *The Merchant of Venice*. How does it illuminate the play’s major themes?

15. (a) Write a report on the free medical camp held in a village by your N.S.S. unit.

Or

- (b) Read the following passage and answer the questions that follows.

Sir. Winston Churchill was saved from drowning by a gardener when he was a small boy. The grateful parents of Churchill offered to educate the son of the gardener. When Sir. Winston became the prime minister, he was stricken by pneumonia. Greatly concerned, the king summoned the best physician and soon Churchill became well. The doctor was Sir. Alexander Fleming who developed penicillin. He was also the son of that gardener who saved Churchill from drowning. Sir Winston said, rarely has one man owed his life twice to the same person.

- (i) What happened to Churchill when he was a small boy?
- (ii) How did Churchill's parents show their gratitude?
- (iii) Who was summoned by the king?
- (iv) How did doctor save Churchill's life?
- (v) Why did Churchill say that he owed his life twice to the same person?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

- 16. Critically appreciate the poem, 'The Grecian Urn' by John Keats.
- 17. Examine 'Andrea del Sarto' as a Dramatic monologue.
- 18. Analyse Portia's character in *The Merchant of Venice*.

19. Write an essay on the given topic.
'Pleasures of Reading'.
20. Read the following passage and answer the questions that follow.

In the middle of it all, Tom Sawyer walked slowly out to footpath in front of Aunt Polly's. In his hands were a bucket of paint and a big brush. He looked at the tall fence and sadness filled his heart. It must be closed to half a mile long, he was thinking. Life was empty and living was pain. He put his brush in the paint and moved it across the top of fence. He did this again and then looked at how little was painted and how much more needed to be painted before he could be free. He rested on a box, feeling discouraged.

Jim came out of the house with a water bucket. In the past Tom never liked to go to the well for water. But now it looked like a better job than painting the fence. Children were always at the wall waiting for water. As they waited, they played, had fights, rested and talked. Jim always stayed for more than an hour.

- (a) What was Tom asked to do?
- (b) Why did he think life was empty?
- (c) What looked like a better job than painting? Why?
- (d) What did Tom ask him for? What was the reply?
- (e) Who had ordered Tom to paint?

D-6150

Sub. Code

10623

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Second Semester

ADMINISTRATIVE THEORY

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Public administration.
2. State administration.
3. Public corporation.
4. Decision making.
5. Role of media.
6. Interest groups.
7. Organisation.
8. Work management.
9. Ecology.
10. Development administration.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Explain the significance of Public Administration.

Or

- (b) Brief about the New Public Administration.

12. (a) Distinguish between Public Administration and Private Administration.

Or

- (b) Bring out the significance of Decision Making Theory.

13. (a) Discuss the method of judicial control over administration.

Or

- (b) Describe the importance of Right to Information Act.

14. (a) Brief about the significance of Network Analysis.

Or

- (b) Mention the advantages of board type of organization.

15. (a) What are the characteristics of good governance?

Or

- (b) Write about the applications of good governance.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Describe the present status of public administration in India.
 17. Evaluate the nature and qualities of a good leadership.
 18. Explain the parliamentary control over expenditure.
 19. Discuss significance of management information system.
 20. Describe the impact of globalization of public administration.
-

D-6151

Sub. Code

10624

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Second Semester

INDIAN ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Administrative system.
2. Any two functions of department.
3. Centralization of powers.
4. Civil services.
5. Central secretariat.
6. Communication in administration.
7. Any two functions of chief executive.
8. Art.315 of Indian constitution.
9. E-Governance in India.
10. Need for transparency in administration.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Describe nature of administration existed during Mugal's period in India.

Or

- (b) Define parliamentary democracy.

12. (a) Write a note on structure of council of ministers.

Or

- (b) What are the functions of public sector undertakings?

13. (a) Bring out the emergence of civil services in India.

Or

- (b) Write about powers and functions of chief secretary at the state level.

14. (a) Bring out the importance of training for civil servants.

Or

- (b) Enumerate the special powers of council of states.

15. (a) Discuss the powers and functions of State legislature.

Or

- (b) Explain the need for modernizing Indian administration.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Trace the features of Indian administration during British rule in India.
 17. Analyse the legislative and executive powers of president of India.
 18. Write a detailed note on reasons for the strained relations between civil servants and ministers.
 19. Critically analyse the lawmaking procedures in Indian parliament.
 20. Assess the impact of ICT on the functioning of Indian administration.
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D-6077

Sub. Code

**31A/13731/
0131**

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2024.**

Third Semester

Part I — TAMIL PAPER - III

**(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year Onwards)**

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் ஒரேரு வரிகளில் விடையளிக்க.

1. ஐங்குறுநூறு - நூல் குறிப்பு வரைக.
2. ஆற்றுப்படை நூல்களைப் பட்டியலிடுக.
3. வரைவு கடாதல் என்றால் என்ன?
4. மஞ்ஞைப்பத்து - விளக்கம் தருக.
5. அகநானூற்று நூலின் எண் பகுப்புகளுக்கான திணைகளைக் குறிப்பிடுக.
6. புறநானூற்றுப் பாடல்களின் அடி வரையறை யாது?
7. 'வாயுறை வாழ்த்து' எனப் போற்றப்படும் அற நூல் யாது?
8. நான்மணிக்கடிகை எந்நூல் கருத்துக்களை ஒத்திருக்கின்றது?
9. குந்தவையின் காதலன் பெயரைக் குறிப்பிடுக.
10. 'சுவடுகள்' நாவலின் கதைமாந்தர்களில் இருவரைக் கூறுக.

பகுதி ஆ — (5 × 5 = 25 மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு ஒரு பக்க அளவில் விடை தருக.

11. (அ) பாசறை அமைப்புக் குறித்து முல்லைப்பாட்டு விவரிக்குமாற்றை எழுதுக.

(அல்லது)

(ஆ) 'குறிஞ்சிக்குக் கபிலர்' என்பார் கருத்தைப் புலப்படுத்துக.

12. (அ) நற்றிணையிலுள்ள மணிமணியான கருத்துக்களைத் தொகுத்துரைக்க.

(அல்லது)

(ஆ) வரைவு நீட்டித்த வழித் தலைமகள் தோழிக்குச் சொல்லியது யாது? விவரிக்க.

13. (அ) நப்பசலையார் பாடிய ஆனந்தப்பையுள் துறையமைந்த பாடலை விளக்குக.

(அல்லது)

(ஆ) அகநானூற்று நூல் அமைப்பின் சிறப்புகளை எடுத்துரைக்க.

14. (அ) வாழ்க்கைத் துணைநலம் குறித்த வள்ளுவரின் கருத்துக்களைப் புலப்படுத்துக.

(அல்லது)

(ஆ) யார் யாருக்குத் தூக்கம் வராது? நான்மணிக்கடிகை கூறுமாற்றை எழுதுக.

15. (அ) இராசராசசோழன் நாடகத்தின் கதைமாந்தர்களைப் பட்டியலிடுக.

(அல்லது)

(ஆ) 'சுவடுகள்' நாவலில் வரும் ரகுபதி பாத்திர இயல்பை விவரிக்க.

பகுதி இ — ($3 \times 10 = 30$ மதிப்பெண்கள்)

பின்வரும் வினாக்களில் மூன்றனுக்குக் கட்டுரை வடிவில்
விடை தருக.

16. பரணர் பாடல்கள் வழி அறியலாகும் சங்க வரலாற்றைத் தொகுத்துரைக்க.
17. மஞ்ஞைப்பத்தில் இடம்பெற்றுள்ள அகக்கருத்துக்களைச் சுட்டியுரைக்க.
18. நப்பசலை சோழன் கிள்ளிவளவனைப் புகழுமாற்றை விவரிக்க.
19. வள்ளுவர் உரைக்கும் 'அறிவுடைமை' கருத்துக்களைத் தொகுத்துரைக்க.
20. இராசராசர்சோழன் நாடகத்தின் கதைக்கோப்பைக் கட்டுரைக்க.

D-6078

Sub. Code

31B

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2024.**

Third Semester

PART - I — HUMAN SKILL DEVELOPMENT - I

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define 'Self Esteem'.
2. Define psychoanalysis.
3. Give an example for 'forced commitment'.
4. Who is an extrovert?
5. Is dress code important to develop our personality?
6. Define "Time management".
7. What is mental pollution?
8. Define attitudes.
9. What is materialistic life?
10. How honesty is important in building relationship?

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Discuss various methods to find the background reasons behind conflict.

Or

- (b) What are the general factors behind stress?

12. (a) Explain "Look Before You Leap" concept in Anger management.

Or

- (b) How to overcome inner conflict in personal life?

13. (a) Briefly explain the types of negotiations.

Or

- (b) Write short notes on interpersonal relationship.

14. (a) Mention the basic qualities of a leader.

Or

- (b) Why is the contribution skill more important than knowledge?

15. (a) Discuss business negotiation skill.

Or

- (b) Explain the power of advanced thinking.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Assess the mind levels and its functions.
17. Enumerate the major influential factors in developing personality.

18. Describe how will you over come stress.
 19. Describe leadership styles.
 20. Describe 'coping with the change' concept.
-

D-6079

Sub. Code

32/13732/0132

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2024.**

Third Semester

PART - II — ENGLISH PAPER - III

**(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year Onwards)**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What are Mathilde's expectations to attend the party?
2. What does the author talk about 'false hopes' in "The Post Master"?
3. Why does Philip want to sell his revolver?
4. Why did the old man give the silver idol to Jack?
5. How has Gaultier been outwitted by Pierre?
6. Who is the only character left alive in the play "A kind of Justice"? Why?
7. Define abstract noun with example.
8. Why is Agenda important?
9. What are Minutes?
10. Identify the adverb in the following sentence.
We should always speak the truth.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) How does Swami get rid of his fear?

Or

- (b) Discuss the role of fate in the verger's life.

12. (a) Describe the attitude of Natalya towards Lomov.

Or

- (b) Comment on Mrs. Meldon's opinion about war.

13. (a) Comment on the theme of the play "Reunion".

Or

- (b) Describe the incident that leads to Yassin's transformation.

14. (a) Compare and contrast the characters of Jean and Pierre.

Or

- (b) In what way does the lieutenant try to help the girl?

15. (a) As a sports secretary of your college, draft a notice asking the students to give their names for participation in various events to be held on the Annual Sports Day.

Or

- (b) Describe your favourite hobby.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Trace the elements of humour in R.K. Narayan's "A Hero".
 17. Consider "The proposal" as a comedy.
 18. How do you prove that personal ambition leads to selfishness?
 19. How does the play "A kind of justice" gain a universal appeal?
 20. Do as directed
 - (a) Riya looks happier than Diya. (into positive)
 - (b) Shiva is one of the most intelligent students in the class. (into comparative)
 - (c) Gold is more precious than any other metal. (into superlative)
 - (d) No other poet is as great as Wordsworth. (into comparative)
 - (e) John is not so smart as James. (into comparative)
-

D-6152

Sub. Code

10633

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Third Semester

PRINCIPLES OF MANAGEMENT

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define management.
2. Methods of planning.
3. Decision making.
4. Structure of organization.
5. Formal organization.
6. Centralization and decentralization.
7. Management information system.
8. Elements of staffing.
9. Communication.
10. Types of delegation.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Discuss the importance of management.

Or

- (b) What are the various types of decisions?

12. (a) Briefly explain the theories of organization.

Or

- (b) What is delegation? Discuss its elements.

13. (a) What are the characteristics of good communication?

Or

- (b) Define organization. Discuss the features, merits and demerits of formal and informal organization.

14. (a) Define leadership. Discuss the styles and functions of leadership.

Or

- (b) What is span of control and delegation of authority?

15. (a) Explain the different forms of communication and its role in organization.

Or

- (b) Explain the objectives and importance of MIS.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. What is management? Explain its functions.
 17. Define leadership, nature, scope and its characterizes.
 18. Explain the different forms of communication and its role in organization.
 19. Explain the principles of hierarchy and span of control in public administration.
 20. Discuss the nature and functions of Line, staff and auxiliary agencies.
-

D-6153

Sub. Code

10634

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Third Semester

ADMINISTRATIVE THINKERS

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Explain Danda neethi of Kautilya.
2. Woodrow Wilson.
3. Scientific management.
4. M.P. Follet.
5. C.I Barnard.
6. F.W. Riggs.
7. Rensis Likert.
8. Chris Argyris' theory.
9. Yezkel Dror.
10. Human relations theory.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Examine the basic concepts of F.W. Taylor.

Or

- (b) "Chris Argyris suggested a strong connect between individuals and organizations in the underpinnings of his theories". Comment.

12. (a) Analyse the administrative excellency in Kautiliya's arthasasthra.

Or

- (b) Write a note on Henry Fayol.

13. (a) Explain the five elements of scientific management as discussed by Henry Fayol.

Or

- (b) Max Weber presented a 'Model of Bureaucracy'. Discuss it in brief.

14. (a) Explain Policy Sciences with reference to Yehezkel Dror.

Or

- (b) Explain policy sciences with reference to Yehezkel Dror.

15. (a) Analyse the contribution of Herbert A Simon to administrative theory.

Or

- (b) Describe the experiments of Eltan Mayo.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. “Kautilya’s principles of administration hold true even in the present times”. Comment.
 17. ‘Administration and politics are two domains’. Discuss with reference to Woodrow Wilson’s views.
 18. Examine the concept and significance of rationality in decision-making.
 19. “Elton Mayo regarded as father of Human relations theory” – Discuss.
 20. “Maslow’s theory of motivation occupies a place prominence in human behavior”. Examine the statement.
-

D-6080

Sub. Code

41A/13741

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2024.**

Fourth Semester

Part I — TAMIL PAPER - IV

**(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year Onwards)**

Time : Three hours

Maximum : 75 marks

பகுதி அ — (10 × 2 = 20 மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் ஒரேரு வரிகளில் விடை தருக.

1. செய்யுள் உறுப்புகள் எத்தனை? அவை யாவை?
2. கீர்த்தனை என்றால் என்ன?
3. குறியீடு என்றால் என்ன?
4. எட்டுத் தொகையில் புற நூல்கள் எத்தனை? அவை யாவை?
5. வரைவு என்றால் என்ன?
6. காஞ்சி என்றால் என்ன?
7. அணிகளுக்கு எல்லாம் தாயாக விளங்கும் அணி எது?
8. பின்வருநிலை என்றால் என்ன?
9. சீவக சிந்தாமணியின் ஆசிரியர் பெயர் யாது?
10. பதினெண்கீழ்கணக்கில் அக நூல்கள் எத்தனை? ஏதேனும் இரண்டினை கூறுக.

பகுதி ஆ — ($5 \times 5 = 25$ மதிப்பெண்கள்)

அனைத்து வினாக்களுக்கும் ஒரு பக்க அளவில் விடை தருக.

11. (அ) ஆசிரியப்பா குறித்து எழுதுக?
(அல்லது)
(ஆ) படிமம் - விளக்குக.
12. (அ) கையறுநிலை - விளக்குக.
(அல்லது)
(ஆ) உடன் போக்கு - விளக்குக.
13. (அ) தற்குறிப்பேற்ற அணியைச் சான்றுடன் விளக்குக.
(அல்லது)
(ஆ) பிறிது மொழிதல் அணியைச் சான்றுடன் விளக்குக.
14. (அ) பாஞ்சாலி சபதத்தில் இடம் பெறும் சபதங்கள் குறித்து எழுதுக.
(அல்லது)
(ஆ) இயேசுவின் பன்னிரு சீடர்கள் குறித்து எழுதுக.
15. (அ) புதிய யாப்பு வடிவங்கள் குறித்து எழுதுக.
(அல்லது)
(ஆ) கலிப்பா குறித்து விளக்குக.

பகுதி இ — ($3 \times 10 = 30$ மதிப்பெண்கள்)

பின்வரும் வினாக்களுக்கு மூன்றனுக்குக் கட்டுரை வடிவில் விடை தருக.

16. பாவகைகளுள் ஆசிரியப்பா பெறுமிடம் குறித்து கட்டுரைக்க.
17. தொடை குறித்து கட்டுரைக்க.

18. உருவக அணியின் வகைகளைச் சான்றுடன் விவரி.
19. அறத்தொடு நின்றல் - விவரி.
20. மௌன மயங்கங்களில் சிற்பி கூறும் கருத்துக்களை விவரி.
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D-6081

Sub. Code

41B

DISTANCE EDUCATION

**COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2024.**

Fourth Semester

Part I — HUMAN SKILLS DEVELOPMENT - II

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Why is counseling important?
2. Name the types of managerial skills.
3. Write the difference between technical skill and human skill.
4. What is presentation?
5. How do you define organization skills?
6. What makes a good leader?
7. State the importance of understanding skills.
8. Why is it important to understand individuals in an organization?
9. How do you handle a problem at workplace?
10. What is social responsibility?

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Explain the purpose of guidance and counselling.

Or

- (b) How can communication strengthen the human relationship?

12. (a) Write notes on conceptual skills.

Or

- (b) What do you do to improve your technical skills?

13. (a) How do you grab the attention of the audience in a presentation?

Or

- (b) What are the essential multi-tasking skills?

14. (a) Identify the major interactions between community and society?

Or

- (b) Explain the role of an individual in an organization.

15. (a) How do you handle a social problem?

Or

- (b) Examine the importance of cooperative learning skills.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the importance and techniques of counselling.
 17. How do you plan and prepare for a presentation?
 18. Describe the different types of organization skills.
 19. Elaborate on understanding skills.
 20. List out the merits and demerits of social responsibilities.
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D-6082

Sub. Code

42/13742

DISTANCE EDUCATION

COMMON FOR B.A./B.Sc./B.C.A. DEGREE EXAMINATION,
DECEMBER 2024.

Fourth Semester

Part II — ENGLISH – PAPER IV

(CBCS 2018 – 2019 Academic Year Onwards/2021 Calendar
Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write about the character of Lalajee in Jim Corbett's story *Lalajee*.
2. What is the central theme of Hemingway's *A Day's Wait*?
3. Mention Eliza Doolittle's transformation in *Pygmalion* by G.B. Shaw.
4. How does R.K. Narayan portray childhood in *Swami and Friends*?
5. What is the theme of redemption in *The Winter's Tale*?
6. Write the significance of fate in *Romeo and Juliet*.
7. What were Nehru's contributions to India's independence, according to A.J. Toynbee?

8. What does grammar skills contribute to effective communication in academic writing?
9. What lesson do the two old men learn in Tolstoy's *Two Old Men*?
10. What social issues does Shaw critique in *Pygmalion*?

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Describe how Jim Corbett portrays the socio-economic background of Lalajee in *Lalajee*.

Or

- (b) Explore the significance of the relationship between father and son in Hemingway's *A Day's wait*.

12. (a) Describe the significance of class distinctions in G.B. Shaw's *Pygmalion*.

Or

- (b) Explore the theme of colonialism and identity in R.K. Narayan's *Swami and Friends*.

13. (a) Describe the concept of mercy versus justice in *The Merchant of Venice*.

Or

- (b) Explore the role of free will in Shakespeare's *Romeo and Juliet*.

14. (a) Analyze Jawaharlal Nehru's vision for modern India as portrayed by A.J. Toynbee.

Or

- (b) Delineate Martin Luther King Jr.'s vision for racial equality as described by R.N. Roy.

15. (a) What does Tolstoy suggest about human resilience and faith in *Two Old Men*?

Or

- (b) Analyse the role of education and its transformative power in *Swami and Friends*.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Examine the moral lesson conveyed in Tolstoy's *Little Girls Wiser Than Men*.
17. What does Shaw suggest about gender roles through the characters of Eliza and Higgins in *Pygmalion*?
18. Analyze the roles of secondary characters such as Mercutio, Tybalt, and the Nurse in *Romeo and Juliet*.
19. Examine how Martin Luther King Jr.'s Christian beliefs influenced his approach to civil rights activism as portrayed by R.N. Roy.
20. What does the Winter's tale suggest about forgiveness and reconciliation?
- _____

D-6154

Sub. Code

10643

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Fourth Semester

ORGANIZATIONAL BEHAVIOUR

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Personality.
2. Attitude.
3. Group dynamics.
4. Organisation.
5. Evaluation.
6. Organisational change.
7. Planning.
8. Organisational culture.
9. Impression management.
10. Authority.

SECTION B — ($5 \times 5 = 25$ marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) What are the types of values?

Or

- (b) Explain the process of perception.

12. (a) Outline the types of groups.

Or

- (b) What are the causes for stress?

13. (a) Discuss the characteristics of organisational development.

Or

- (b) What are the three steps in Levin's model for change?

14. (a) What is the need for career planning?

Or

- (b) Differentiate the organizational culture and climate.

15. (a) What are the types of emotions?

Or

- (b) Discuss the relationship between power and politics.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Define organizational behaviour and its importance in detail.

17. Outline the various group decision making techniques.
 18. Explain the merits and demerits of organizational development.
 19. How will you interpret organizational climate? Discuss the importance of organizational climate.
 20. What is organizational politics? And explain its nature.
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D-6155

Sub. Code

10644

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Fourth Semester

MODERN ADMINISTRATIVE SYSTEM

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Constitution.
2. American senate.
3. Parliamentary supremacy.
4. Referendum.
5. Administrative courts.
6. Civil servants.
7. Federal State.
8. Bi-party system.
9. Bicameral legislature.
10. Monarchy.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Discuss the administrative system in USA.

Or

- (b) Describe the structure of civil services in USA.

12. (a) Describe the concept limited monarchy.

Or

- (b) Bring out the features of British parliament.

13. (a) Discuss the powers and functions of administrative courts in France.

Or

- (b) Write a short note on French federal legislature.

14. (a) Examine the features of Switzerland constitution.

Or

- (b) Write about to right to recall with illustrations.

15. (a) Write a short note on fundamental duties of citizens of China.

Or

- (b) Describe the administrative structure in Canada.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Analyse the salient features of American constitution.
17. Discuss the composition, powers and functions of British parliament.

18. Analyse the nature of working of direct democracy devices in Switzerland.
 19. Describe the policies and programmes of political parties in Japan.
 20. Explain the powers and functions of national people's congress of China.
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D-6156

Sub. Code

10651

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Fifth Semester

PUBLIC FINANCIAL ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Public finance.
2. Balanced budget.
3. Zero based budget.
4. Plan programme budget.
5. Surplus budget.
6. Top-down budgeting.
7. Auditor.
8. Estimate committee.
9. Public accounts.
10. Progressive expenditure.

SECTION B — ($5 \times 5 = 25$ marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) State the objectives of a budget.

Or

- (b) Explain the nature of financial administration.

12. (a) Write about performance budgeting.

Or

- (b) State the objectives of Zero based budgeting.

13. (a) Briefly explain deficit financing.

Or

- (b) Write about the need for public borrowings.

14. (a) Give a short note on organizational structure of finance ministry.

Or

- (b) Describe about the accounting in India.

15. (a) List out the types of audit.

Or

- (b) Write a short note on comptroller and auditor general of India.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Examine the social economic implications of government budget.
17. Analyse the principles of budgeting.

18. Describe about the budget process.
 19. Evaluate the powers and functions of ministry of finance.
 20. What is finance commission? Explain its importance in India's economic system.
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D-6157

Sub. Code

10652

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Fifth Semester

HUMAN RIGHTS ADMINISTRATION IN INDIA

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Duties of citizens.
2. Right to health.
3. Cultural rights.
4. Asylum seekers.
5. Right to development.
6. Child labours.
7. Freedom of speech.
8. Art.20 of Indian constitution.
9. Art.338(A) of Indian constitution.
10. Voluntary organizations.

D-6158

Sub. Code

10653

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Fifth Semester

DEVELOPMENT ADMINISTRATION IN INDIA

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Development.
2. Welfare state.
3. Civil services.
4. Cultural development.
5. Urbanisation.
6. Planning commission.
7. Grama Sabha.
8. Corporations.
9. Development planning.
10. Peoples participation.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Explain the significance of development administration.

Or

- (b) Identify the features of development administration.

12. (a) Write a short note on social development.

Or

- (b) Write a short note on the functions of welfare state.

13. (a) Elucidate the issues in rural development programmes in Tamil Nadu.

Or

- (b) Write a short note on national health policy (2017).

14. (a) Find out the reasons for lack of economic development in India.

Or

- (b) Identify the policies and programmes of Asian development bank.

15. (a) Discuss the features of sustainable development goals.

Or

- (b) Estimate the role of Bureaucracy in development administration.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Identify the need for the study of development administration.
 17. Discuss modern approaches of development administration.
 18. Elucidate F.W. Riggs views on development administration.
 19. Write a detailed note on major poverty alleviation programmes of union government.
 20. Explain the merits and demerits of agriculture policy in India.
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D-6159

Sub. Code

10654

DISTANCE EDUCATION

**B.A. (Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Fifth Semester

CITIZEN AND ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Integrity.
2. Political obligation.
3. Transparency in administration.
4. Accountability.
5. Right to services.
6. Citizen charter.
7. Governance.
8. NIC.
9. Administrative corruption.
10. Santhanam committee.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Define ethical values with proper examples.

Or

- (b) Identify the powers of Lokpal.

12. (a) Write a short note on accountability in administration.

Or

- (b) Discuss the need for peoples participation in administration.

13. (a) Describe the elements of good governance.

Or

- (b) Elucidate the significance of citizen charter.

14. (a) Examine the role of e-governance in public service delivery.

Or

- (b) Suggest measures to contain administrative corruption.

15. (a) Write about the powers and functions of CBI.

Or

- (b) Estimate the working of citizens grievances redressal mechanism at the state level.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the need for integrity in administration in India.
 17. Identify the benefits and limitations of social audit.
 18. Write a detailed note on Right to information Act.
 19. Examine the structure and functions of central vigilance commission.
 20. Discuss the trends and issues citizen and administration in India.
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D-6160

Sub. Code

10661

DISTANCE EDUCATION

B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.

Sixth Semester

COMPUTERS AND DATA PROCESSING

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — ($10 \times 2 = 20$ marks)

Answer ALL the questions.

1. Define hybrid computer.
2. What is magnetic tape?
3. What is real-time processing?
4. What do you understand by planning?
5. What is batch size?
6. What is special file organization?
7. What is flow chart?
8. What do you mean by inventory?
9. State any two advantages of online processing.
10. Name the different types of stores.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Differentiate between system software and application software giving examples.

Or

- (b) Explain the key applications of data processing.

12. (a) Explain the different types of loops.

Or

- (b) Discuss the usage of common batch processing.

13. (a) How the report can be generated in Microsoft excel? Explain giving the important steps.

Or

- (b) What is payroll? Explain the process of calculating net pay.

14. (a) Explain online processing with the help of examples.

Or

- (b) Briefly explain the significance of store and store management.

15. (a) Write a short notes on query package.

Or

- (b) Explain the applications of real-time system.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the advantages and disadvantages of magnetic stripe reader.
 17. Explain the criteria for algorithm design.
 18. Discuss the stages of production planning and control.
 19. Briefly explain the airline reservation with the help of examples.
 20. Describe the features of an accounting package.
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D-6161

Sub. Code

10662

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Sixth Semester

PUBLIC PERSONNEL ADMINISTRATION

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

Write short note on :

1. Transparency.
2. Ethics in administration.
3. Rank classification.
4. Position classification.
5. Training.
6. State civil services.
7. Arbitration.
8. Fringe benefits.
9. Right to strike.
10. Contributory pension scheme.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Describe the objectives of personnel administration.

Or

- (b) Bring out the significance of manpower planning.

12. (a) Identify the various steps in recruitment process.

Or

- (b) Explain various types of training.

13. (a) Explain the functions of Whitley councils.

Or

- (b) List out major training institutes in India.

14. (a) Explore the need for providing promotions to government employees.

Or

- (b) Write about TESMA.

15. (a) Discuss steps in initiating disciplinary action against government employees.

Or

- (b) Describe the concept administrative ethics.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the functions of personnel administration in India.
17. Trace the evolution of civil services in India.

18. Estimate the working of central administrative tribunal.
 19. Describe the role of associations in the protection of rights of employees.
 20. Find out the reasons for decline of moral values in Indian civil services.
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D-6162

Sub. Code

10663

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Sixth Semester

PUBLIC POLICY ANALYSIS

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Define public.
2. Policy outcomes.
3. Evolution of policy analysis.
4. Policy models.
5. Media.
6. Bureaucracy.
7. Policy evaluation problems.
8. Parallel approach.
9. Agricultural reforms.
10. Multi-specialty hospital.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Explain pure-rationality model in policy analysis.

Or

- (b) Give the basic assumptions of policy science.

12. (a) Explain the importance of use of models in policy analysis.

Or

- (b) Elucidate public policy agencies in India.

13. (a) Comment on the role of political parties in policy formulation.

Or

- (b) Analyse the role of civil society organizations in policy process.

14. (a) Write a brief note on policy evaluation unit of planning commission.

Or

- (b) Discuss various stages of policy implementation.

15. (a) Explain the features of health care policy of India.

Or

- (b) Explain the features of agricultural policy of India.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the meaning, nature and utility of policy sciences.
 17. Write an essay on Dror's optimum model for policy analysis.
 18. Explain Thorstein view of pressure groups as un-official government.
 19. Critically evaluate the role of different agencies in policy formulation.
 20. Analyse the New Education policy 2020 of India.
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D-6163

Sub. Code

10664

DISTANCE EDUCATION

**B.A.(Public Administration) DEGREE EXAMINATION,
DECEMBER 2024.**

Sixth Semester

LOCAL SELF GOVERNMENT ADMINISTRATION IN INDIA

(CBCS 2018 – 2019 Academic Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Kudavolai system.
2. Republic.
3. Lord Curzon.
4. Three tier system.
5. District collector.
6. PESA Act.
7. Port Trust.
8. Block development officer.
9. State election commission.
10. Social audit.

SECTION B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b).

11. (a) Enumerate the functions of local self government.

Or

- (b) What were the objectives of national extension services?

12. (a) Estimate the recommendations of G.V.K. Rao committee.

Or

- (b) Write a note on the powers and functions of Grama Sabha.

13. (a) Identify the composition and powers of corporation.

Or

- (b) Write about features of 73rd amendment.

14. (a) Discuss the powers and functions of district collector.

Or

- (b) Examine the various sources of revenues to district panchayats.

15. (a) List major rural development programmes introduced by DMK government.

Or

- (b) Find out the reasons for corruption in rural local governments.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Trace the development of rural local government before 1947.
 17. Examine the salient features, merits and demerits of 74th amendment.
 18. Evaluate the role of rural local government in the socio-economic empowerment of marginalized groups in Tamil Nadu.
 19. Discuss the nature of relations between bureaucrats and peoples representatives.
 20. Analyse the major issues and challenges in the functioning of rural local governments in Tamil Nadu.
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